

**OFFICE OF SPECIAL EVENTS**  
**CITY OF HARTFORD**  
Updated April 2021

Dear Applicant,

At this time, special event permit applicants must review and sign the City of Hartford's COVID-19 Safety Guidelines and Checklist Affirmation. Please initial where designated to affirm your event's compliance. All guidelines are subject to change per the State of Connecticut's regulations. Any support documentation or further plans may be submitted along with this affirmation for review. Please do not promote or offer tickets to your event before receiving official City approval.

Event Name:

Applicant Name:

Applicant Phone:

Applicant Email:

**Outdoor Events: COVID-19 Safety Guidelines & Affirmation Checklist**

**1) Physical Distancing & Space Set up** (initial)

*a. Social Distancing*

- i. Attendees shall remain 6 feet apart, excluding household members except when eating.

*b. Space Arrangement*

- i. Ticketing Area/Virtual Queuing
  1. Require online ticket purchase/reservation to greatest extent possible.
  2. Place markers on the ground to encourage those purchasing tickets to social distance. (i.e. physical barriers).
- ii. Seating
  1. Arrange space with clear markings to ensure at least 6 feet of empty space between attendee groups.
- iii. Entry/Exit & One-Way Flow
  1. Consider an exit from the facility separate from the entrance to allow for one-way foot traffic.
  2. Consider posting floor/ground markings to direct visitors in a one-way flow.
- iv. Common Areas & Crowd Control
  1. Avoid crowding by opening access to seating areas earlier. Encourage staggered arrival times and immediate seating, where practical.
  2. Have staff assist with crowd control by reminding attendees to maintain socially distance while seated, walking, or in common areas.

*c. Concession Stands/Food Booths*

- i. Follow CT's [Best Practices for Restaurants](#).
- ii. Limited and socially distanced lines; Should not extend into common area.

**2) Face Coverings** (initial)

*a. Face Masks for Employees/Volunteers*

- i. All employees/volunteer are required to wear a facemask/face-covering that completely covers the nose and mouth.

- ii. Organizers must have capacity to provide PPE to all their employees.
- b. *Personal Protection*
  - i. All event attendees must wear a face covering when within 6 feet of those not in the same household.
  - ii. Maintain appropriate extra supply of face masks for attendees without or in need of replacement.
- c. *Pre-Event Communications*
  - i. Include/distribute pre-event messages to attendees to notify face coverings are required to attend event.

### **3) Hygiene & Cleaning (initial)**

- a. *Hand Sanitizer*
  - i. Provide alcohol-based hand sanitizer at entrance points and common areas, when possible.
- b. *Hand Washing*
  - i. Provide hygiene stations and/or access to sinks with water, soap, and paper towels for employees and, when feasible, attendees.
  - ii. Require and encourage employees to wash hands routinely for 20+ seconds.
- c. *Disinfectant Products and Cleaning*
  - i. Regularly clean common areas and shared surfaces, including seating and tables and ticket counters.
  - ii. Limit sharing of objects and touching of shared surfaces.
- d. *Bathrooms*
  - i. Frequently clean and disinfect.
  - ii. Use signage to encourage proper social distancing, mask wearing in and near bathrooms and hand washing stations.

### **4) Communication & Signage (initial)**

- a. *Signage (Temporary and/or free standing)*
  - i. Maximum occupancy of each exhibit area/room
  - ii. Social distancing protocols (including in walkways into event)
  - iii. Cleaning and disinfection protocols
  - iv. Personal protection protocols for attendees and employees
  - v. Employees shall stay home if sick/experiencing symptoms
  - vi. Customers shall not enter if they are experiencing symptoms
- b. *Communication plan for Employees and Attendees*
  - i. Establish communication plan for employees, volunteers, and attendees with consistent means to provide up to date/on-site information
- c. *Attendee and Employee/Volunteer Log*
  - i. Maintain log of attendees and contact information, as practicable.
  - ii. Maintain log of employees/volunteers and contact information.
- d. *Contact Tracing Cooperation*
  - i. If attendee tests positive for COVID-19 after event; Event organizer must cooperate with contact tracing efforts, including notification of potential contacts with close contact with the individual while maintaining state and federal confidentiality.

### **5) Health Guidance for Employees (initial)**

- a. *Health Check Screenings*
  - i. Implement mandatory health screens prior to event to assess if they;

1. Have had CDC defined COVID-19 symptoms in past 14 days
  2. Have received a positive COVID-19 test in past 14 days
  3. Have had close contact with confirmed or suspected COVID-19 case in past 14 days
- ii. Record and review responses.

**COVID Safety Plans Submission:** *Write out responses in fillable boxes.*

- **Program Administrator:** Appoint program administrator accountable for implementing these rules.
  - **Capacity Tracking:** Responsible for enforcing revised capacity limits, [as updated by the State of CT.](#)

Name:

Email:

Phone:

- **Cleaning Plan:** Develop cleaning checklists that incorporate these best practices. Ensure it is clear which employees are responsible for implementing the plans.
- **Seating Layout Diagram:** See [CT Outdoor Events example diagram.](#)
- **Postponement or Cancellation Preparations:** Emergency contingency plan to modify, cancel, or postpone event, if necessary. (Consider flexible refund policy to discourage people who are sick from attending.)

For more guidance, please refer to the [CT Safety Guidelines for Outdoor Events.](#)

**I have read and will comply with all guidelines and safety measures outlined above. I understand that the City of Hartford reserves the right to request a more detailed safety plan, should they deem necessary.**

**Print Name:**

**Signature:**

**Date:**